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JAN 1958

**MEMORANDUM FOR: Deputy Director (Support)**

**SUBJECT: Report of Actions Affecting Personnel Utilization**

1. This memorandum is for information only.
2. Reference is made to the instructions given in your staff meeting of 27 August 1957 that you be advised of any personnel reductions or organizational changes affecting personnel utilization. Previous reports on this subject have been made to you covering the months of October and November 1957.
3. Protracted assignments out of the usual office or Agency pursuits which in effect reduced the available personnel in this office and which have been previously reported to you have continued in effect during the month of December as follows:
  - a. One Physical Security Officer continued on assignment on a full-time basis with the Office of Defense Mobilization until 26 December 1957.
  - b. One senior Security Officer who was occupied on an assignment during November to assist White House personnel in preparation for the NATO Council Summit Conference in Paris was again occupied from 5 through 20 December on this assignment.
  - c. One senior Security Officer continued during the month of December to spend about one-third of his time in a security advisory capacity with the Building Planning Staff; and two senior Security Officers spent about two hours a day during the month of December within the Office of Security on security aspects concerned with the new building.

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d. The Security Officer detailed to the Office of Training in November on a full time basis continued on that assignment during the month of December in the support of training in connection with the counter audio training program. He was also assisted by another Security Officer about 75% of the time during the month. It is anticipated that the full time detail will be made a complete transfer during the month of January.

SIGNED

Sheffield Edwards  
Director of Security

**Distribution:**

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